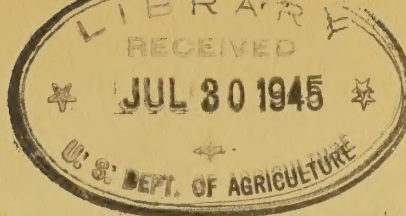


1.42
N75B
Reserve



NCR-8

Issued May 28, 1936

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

INSTRUCTIONS TO THE STATE COMMITTEES IN THE NORTH
CENTRAL REGION FOR ANALYZING AND APPROVING
LISTING SHEETS AND COUNTY SUMMARIES

GENERAL DUTIES

Members of the State Committee and all clerical assistants to the State Committee should become thoroughly familiar with the duties of the county committee and clerical assistants to the county committee with respect to the checking and listing of work sheet data as outlined in NCR-7. In general, the duties of the State Committee with respect to the county listing sheets and county summaries are to --

1. Furnish to the county committee the county ratio of soil-depleting crops to all farm land.
2. Furnish to the county committee the county check yield of the major soil-depleting crop in the county which is used in determining the productivity index. This index will usually be based on corn check yields but, with the approval of the State Committee, may be based on some other major soil-depleting crop.
3. Furnish to the county committee the county limits for bases for special soil-depleting crops and the check yields for such special crops.
4. Assist the county committee in breaking down county ratios and county check yields by minor civil divisions.
5. Assist the county committee in carrying out the instructions in NCR-7.
6. Make final adjustments of bases and yield per acre on listing sheets, which adjustments conform to base acreage and yield per acre limits approved by the Agricultural Adjustment Administration.

ANALYZING AND ADJUSTING BASES ON REGULAR LISTING SHEETS

When the listing sheets for a county are received by the State Committee, the steps to be followed are outlined as follows:-

Step 1 Compare the minor civil division and county totals of farm land in Col. (4) with the 1930 U. S. Census. If the total farm land in Col. (4) differs materially from the 1930 U. S. Census for any minor civil division, an analysis should be made of the assessor's farm census data, if such data are available, and any other available information to determine whether the farm land total of Col. (4) should be adjusted to the 1930 U. S. Census total, or whether some deviation from the U. S. Census total can be justified on the basis of the incompleteness of the census or incomplete coverage of work sheets. Before the farm land total for any county is accepted at a figure that differs materially from the 1930 U. S. Census, such deviation from the 1930 U. S. Census figures shall be approved by a regional representative of the Director of the North Central Division.

Step 2 If any appeals in soil-depleting bases were granted by either the county committee or the State Committee as provided in NCR-7A, the bases approved after the granting of the appeal should be entered in Col. (13) of the listing sheet. There should be a line drawn through the figure already entered and the figure granted by the appeal entered in its stead, so that both figures are readily legible.

Step 3 Prepare a general county summary sheet in accordance with instructions in NCR-7, page 4. The approved county ratio of the total soil-depleting crop acreage to all farm land and the approved county check yield should be recorded in ink in the upper right-hand corner of the summary sheet.

Step 4 Check the addition of Col. (4) for each minor civil division listing sheet.

Step 5 Check the addition of Col. (13) for each minor civil division listing sheet. If appeals were granted, use the figures allotted by the granting of the appeal rather than the figures originally entered in Col. (13) by the county committee.

Step 6 Transfer the minor civil division listing sheet totals of Col. (4) and Col. (13) to Col. (4) and Col. (13) of the county summary sheet.

Step 7 Obtain totals of Col. (4) and Col. (13) of the county summary sheet.

Step 8 Compute the ratio of the total of Col. (13) to the total of Col. (4) for each minor civil division and for the county as a whole on the county summary sheet. Enter the county ration below the total of Col. (13)

of the county summary sheet. The minor civil division ratios thus computed should be in agreement with the respective minor civil division ratios established by the county committee or the board of directors, as being equitable between minor civil divisions.

Step 9 Compare the ratio below the total of Col. (13) of the county summary sheet with the approved ratio entered in the upper right-hand corner of the county summary sheet. If the county ratio of Col. (13) is not greater than the county approved ratio, the State Committee should record in ink in Col. (14) of the listing sheets, the same individual bases as are recorded in Col. (13) of the listing sheets. If the county ratio of Col. (13) is greater than the county approved ratio, the State Committee should make the necessary adjustments in individual bases in Col. (13) of the listing sheets and record the adjusted bases in Col. (14) of the listing sheets.

Step 10 After Step 9 is completed add Col. (14) of each minor civil division sheet.

Step 11 Transfer the minor civil division totals of Col. (14) of the listing sheets to Col. (14) of the county summary sheet.

Step 12 Obtain a county total of Col. (14) of the county summary sheet and divide the county total of Col. (14) by the county total of Col. (4). The resultant county ratio shall not exceed the county approved ratio. When so adjusted, ink in all acreage bases in Col. (14) of the listing sheets.

ANALYZING AND ADJUSTING SPECIAL CROP BASES ON SPECIAL CROP LISTING SHEETS

If there is a special crop, such as cotton or tobacco, grown in a county, there will be a special crop listing sheet and a special crop county summary sheet for each of such special crops and for each type of tobacco. Follow the same procedure in correcting figures in Col. (13) in case of appeals being granted as outlined above for the regular listing sheet procedure.

Step 13 Prepare a special crop county summary sheet in accordance with instructions in NCR-7, page 6. The approved county limit for acreage bases and the approved check yield for the special crop under consideration should be entered in the upper right-hand corner of the county summary sheet.

Step 14 Check the addition of Col. (13) for each minor civil division listing sheet. If appeals were granted, use the figures allotted by the granting of the appeal instead of the figures originally entered in Col. (13) by the county committee.

Step 15 Transfer the minor civil division totals of Col. (13) of the special crop listing sheet to the special crop county summary sheet.

Step 16 Obtain totals of Col. (13) of the special crop county summary sheet.

Step 17 Compare the total of Col. (13) of the special crop county summary sheet with the county special crop acreage limit approved for the county for the special crop under consideration. If the county total of Col. (13) is not greater than the county special crop base acreage limit, the State Committee should record in ink in Col. (14) of the special crop listing sheet the same individual bases as are recorded in Col. (13) of the special crop listing sheet. If the county total of Col. (13) is greater than the county special crop base acreage limit, the State Committee should make the necessary adjustments in individual bases in Col. (13) of the special crop listing sheets and record the adjusted bases in ink in Col. (14) of the special crop listing sheets.

Step 18 After Step 17 is completed add Col. (14) of each minor civil division special crop listing sheet.

Step 19 Transfer the minor civil division special crop listing sheet totals of Col. (14) to Col. (14) of the special crop county summary sheet.

Step 20 Obtain a county total of Col. (14) of the special crop county summary sheet, which total shall not exceed the county special crop base acreage limit.

Step 21 Transfer the special crop bases approved by the State Committee from Col. (14) of the special crop listing sheets to Col. (34) or Col. (36) of the regular listing sheets. The name of the special crop listed should be entered in the space provided in the heading of Col. (34) and Col. (35) or Col. (36) and Col. (37) of the regular listing sheets.

Step 22 If more than one crop is listed in the special crop section, Col. (34) to Col. (37) inclusive, of the regular listing sheet, cross add such special crop bases in Col. (34) and Col. (36) for each work sheet listed and enter in ink the cross added total of such crops in Col. (15). Obtain the minor civil division total of Col. (15). The minor civil division total of Col. (15) should be the sum of the minor civil division totals of Col. (34) and Col. (36).

Step 23 Subtract each entry in Col. (15) from the entry on the corresponding line in Col. (14) and enter the remainder in ink in Col. (16). Add Col. (16) and check to see that the total of Col. (14) is equal to the sum of the totals of Col. (15) and Col. (16). Col. (16) will represent the State Committee's approved bases for general soil-depleting crops, including sugar beets and flax. If no special crop bases are to be established in a county then no entries will be made in Col. (15) and Col. (16), but the following notation should be made in Col. (16) - "Same as Col. (14)."

ANALYZING AND ADJUSTING YIELD AND PRODUCTIVITY
ON REGULAR LISTING SHEETS

Step 24 Check the minor civil division adjusted yield per acre recorded in the upper right-hand corner of the listing sheet to see that it is the approved minor civil division check yield.

Step 25 If the county committee has made no entry in Col. (29) multiply each entry in Col. (16) by the corresponding entry in Col. (27) and enter the result in Col. (30). If the county committee has made entries in Col. (29) multiply each entry in Col. (16) by the corresponding entry in Col. (29) and enter the result in Col. (30).

Step 26 Obtain the total of Col. (30) for each minor civil division and divide the total of Col. (30) by the total of Col. (16). If the derived yield is greater than the approved check yield for the minor civil division, the figures in Col. (27) or Col. (29), whichever are final figures submitted by the county committee, shall be adjusted.

Step 27 If the yield derived in Step 26 above is greater than the approved minor civil division check yield, derive an adjustment factor by dividing the approved check yield for the minor civil division by the minor civil division derived yield.

Step 28 Multiply each individual yield in Col. (27) or Col. (29) as the case may be, by the adjustment factor derived in Step 27 and enter the resultant yield in Col. (32). After they are carefully checked for accuracy, the entries in Col. (32) should be inked in.

Step 29 Multiply the approved yield per acre in Col. (32) by the corresponding entry in Col. (16) and enter the result in Col. (31).

Step 30 Obtain the minor civil division totals of Col. (31). Such totals when divided by the respective total of Col. (16) shall produce a yield per acre which is not greater than the minor civil division approved check yield.

Step 31 Transfer the minor civil division listing sheet totals of Col. (31) to Col. (31) of the county summary sheet.

Step 32 Derive individual productivity indices by dividing the individual yields in Col. (32) of the regular listing sheets by the county approved check yield. Such productivity indices should be carried to one decimal place and rounded to a whole number. When checked for accuracy, the entries in Col. (33) should be inked in.

ANALYZING AND ADJUSTING YIELD PER ACRE OF SPECIAL CROPS

Step 33 If the county committee has made no entry in Col. (29) multiply each entry in Col. (14) by the corresponaing entry in Col. (27) and enter the result in Col. (30). If the county committee has made entries in Col. (29) multiply each entry in Col. (14) by the corresponding entry in Col. (29) and enter the result in Col. (30).

Step 34 Obtain minor civil division listing sheet totals of Col. (30).

Step 35 Transfer the minor civil division listing sheet totals of Col. (30) to Col. (30) of the special crop county summary sheet.

Step 36 Obtain the county total of Col. (30) of the special crop county summary sheet and divide the county total of Col. (30) by the county total of Col. (14) of the special crop county summary sheet. If the yield so derived for the county is greater than the approved check yield for the county, the figures in Col. (27) or Col. (29) of the special crop listing sheets, whichever are final figures submitted by the county, shall be adjusted.

Step 37 If the derived yield for the county is greater than the approved county check yield, derive an adjustment factor by dividing the approved county check yield by the yield derived for the county in Step 36 above.

Step 38 Multiply each individual yield entered in Col. (27) or Col. (29) as the case may be, by the adjustment factor derived in Step 37 and enter the resultant yield per acre in Col. (32). After they are carefully checked for accuracy, the entries in Col. (32) should be inked in.

Step 39 Multiply the approved yield per acre in Col. (32) by the corresponding entry in Col. (14) and enter the result in Col. (31).

Step 40 Obtain minor civil division special crop listing sheet totals of Col. (31).

Step 41 Transfer the minor civil division special crop listing sheet totals of Col. (31) to Col. (31) of the special crop county summary sheet.

Step 42 Obtain the county total of Col. (31) of the special crop county summary sheet.

Step 43 Divide the county total of Col. (31) of the special crop county summary sheet by the county total of Col. (14) of the special crop county summary sheet. The result shall not be greater than the approved county check yield.

Step 44 Transfer the State Committee's approved yield from the special crop listing sheets to the special crop section of the regular listing sheets in Col. (35) or Col. (37).

Step 45 Transmit the listing sheets to the county office and include also a letter of approval notifying the county of their adjusted bases and yield per acre and file the county summary sheets in the State Office.

